

DRAFT

Mr. Mark Gifford
Chair, AELERT
AELERT Secretariat, c/o EPA NSW
59-61 Goulburn Street
Sydney NSW Australia 2000

Dear Mark,

I am delighted that the Australasian Environmental Legislators and Regulators neTwork (AELERT) will be hosting the upcoming 10th International Conference on environmental compliance and enforcement (10th INECE Conference) in Australia in March 2020. The 10th INECE conference will bring together governmental and non-governmental environmental enforcement professionals, actively building capacity and fostering cooperation in environmental compliance and enforcement. I look forward to working with you again, and am writing to confirm through an exchange of letters our understanding of AELERT's and the U.S. Environmental Protection Agency's roles as co-sponsors of the 10th INECE Conference.

Responsibilities for Developing the Event

I understand that AELERT, along with other partners, including the Environmental Law Institute, will have responsibility for the planning, site selection, logistical arrangements, and on-site support for the 10th INECE Conference. The U.S. EPA will participate as a working group member in recommending participants and speakers and preparing the agenda and other materials for the conference. In addition, the U.S. EPA may provide U.S. Federal speakers and trainers during and prior to the conference.

Registration Fees and Other Charges

The conference fee should be set at an amount no higher than necessary to recover AELERT or other partners' share of the costs of the event. Remaining costs should be sought from other non-U.S. EPA co-sponsors, and AELERT and non-U.S. EPA co-sponsors bear the risk if there is a shortfall in the funding without recourse to the U.S. EPA. U.S. EPA attendees will not be given a waiver of the conference fee and will be responsible for paying the conference fee as well as their own travel expenses, unless it is agreed that fees will be waived for speakers or as otherwise determined by the sponsors. AELERT may provide the conference material, including the proceedings for the conference, as part of the registration fee. Some publications may be made available for sale at cost, but this is not the objective of the conference.

Independently Sponsored Portions of Event

The U.S. EPA does not intend to sponsor any independent events during the conference; however, AELERT or other co-sponsors may decide to do so. U.S. EPA resources, including staff, will not be used to develop, promote or otherwise support a portion of the event that is independently sponsored by the co-sponsor, although official announcements and brochures may contain factual references to the schedule of the entire event, including portions sponsored solely by AELERT or others.

Fundraising

I request that AELERT make clear, in any solicitation for funds to cover its share of the event costs that AELERT, not the U.S. EPA, is asking for the funds. The U.S. EPA cannot engage in or encourage any private fundraising. AELERT should not imply that the U.S. EPA endorses any fundraising activities in connection with the events. AELERT should make clear to donors that any gift will go solely towards defraying the expenses of AELERT or other partners.

Promotional activity

AELERT should not use the event involving the U.S. EPA nor its affiliation with the U.S. EPA as a vehicle to sell or promote products or services. AELERT should take reasonable steps to ensure that any incidental promotional activity does not imply that the U.S. EPA endorses any products or services. I ask that AELERT make reasonable efforts to segregate any incidental promotional activity from the main activities of the events.

Event Publicity and Endorsements

AELERT should not use the name of the U.S. EPA or any of its components, except in factual publicity for the specific event. Factual publicity includes dates, times, locations, purposes, agendas, fees, and speakers involved with the event. Such factual publicity should not imply that the involvement of the U.S. EPA in the event serves as an endorsement of the general policies or activities of AELERT. I ask that all publicity be accompanied by a disclaimer to the effect that no endorsement by the U.S. EPA is intended or implied.

Costs

All activities undertaken by the U.S. EPA for this event are subject to the availability of appropriations. AELERT does not plan to submit a claim for compensation to the U.S. EPA for services performed in connection with this event except to the extent that the costs are allowable under another authorized financial transaction with the U.S. EPA.

Should you require any further detail, please contact my Chief of Staff, Cari Shiffman, at [[HYPERLINK "mailto:shiffman.cari@epa.gov"](mailto:shiffman.cari@epa.gov)]. Thank you for hosting the 10th INECE Conference. I look forward to our continued engagement and partnership.

Sincerely,

Lawrence E. Starfield
Principal Deputy Assistant Administrator
Office of Enforcement and Compliance Assurance